

# Bronze #5

Write a policy mandating a tobacco-free school.



**Definition:** As a part of the Utah Indoor Clean Air Act, tobacco use is prohibited in all Utah “public or private elementary or secondary school buildings and educational facilities or the property on which those facilities are located.”

Many schools already have a limited tobacco-free policy but it may need to be revised to be consistent with state and local laws. Use the 14 grading points (page 4) to write a comprehensive tobacco free policy. The adoption of a tobacco-free policy sends a powerful message to students, staff, parents, and the community.

Tobacco-free decals and metal signs are available free of charge to all schools with a passing tobacco policy. Go to the Tobacco Prevention Resources folder for information about ordering these signs.

**Rationale:** Despite major national movements to undermine tobacco companies and tobacco marketing, tobacco is still the leading cause of preventable death, disease, and disability in the United States.<sup>1</sup> Tobacco use is addictive. Illnesses caused by tobacco use increase demands on the U.S. healthcare system. Statistics show most people who use tobacco begin before they reach the age of 18.<sup>2</sup> Many children and adolescents do not understand health consequences of tobacco use. Evidence shows that school health programs can be an effective means of preventing tobacco use among youth.<sup>3</sup>

1. Minneapolis Heart Institute Foundation, *Smoking Cessation Resource Directory*, October 1996
2. Center for Disease Control and Prevention, *Youth risk behavior surveillance*, MMWR, August 1998

3. Center for Disease Control and Prevention, *Guidelines for school health programs to prevent tobacco use and addiction*, MMWR, February 1994

## Resources

UDOH Tobacco Prevention and  
Control Program (TPCP)

<http://www.tobaccofreeutah.org/>  
Karlee Adams  
801-538-6992  
[karleeadams@utah.gov](mailto:karleeadams@utah.gov)

Utah Indoor Clean Air Act Statute

<http://www.tobaccofreeutah.org/uicaa-statute.html>

Utah Indoor Clean Air Act Rule

<http://www.tobaccofreeutah.org/r392-510.htm>

Fit, Healthy, and Ready to Learn

Tab F: Tobacco Use

# Assignments

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## **School Coordinator Assignments**

- Find the current policy, determine if changes are needed to meet GMS requirements
- If necessary, review the revised GMS policy written by mentor
- Determine how your school will implement the policy
- Promote awareness of the policy among school leaders and teachers
- Determine best channels to reach teachers, parents, and school policy makers
- Introduce policy in faculty meeting
- Assess teacher's awareness of the policy

## **Mentor Assignments**

- Provide school coordinator ideas/resources to support this policy
- Order tobacco incentives for students
- Provide school coordinator with promotion and enforcement ideas
- Review current policy
- Write a comprehensive policy including the points provided on the checklist, give the draft to the school coordinator, and then the principal to review
- Submit a draft of the policy to your LHD
- Revise policy if necessary and submit to principal for endorsement
- Submit final policy with the end-year report

## Bronze #5 Ideas

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- Place a copy of the policy in the faculty room
- Instruct school staff regarding the policy at staff meeting/training at the beginning of the year. Provide them with a copy of the policy
- Develop a policy brochure or a copy of the policy that can be distributed to school staff, parents, or community members
- Place “No tobacco use on school property” signs at the school entrance, parking lot, sports fields, or other important places
- Have students make “No tobacco” signs to place around their school
- Put existing tobacco cessation information up where faculty and staff can see it. Contact Julie Palmer for materials.
- Place existing tobacco posters around the school, contact Julie Palmer for materials.
- Introduce new policy in conjunction with Red Ribbon Week in October



# Tobacco Free School Policy Template (14 Grading Points)

A policy defines an action a school will be taking to improve their health environment. Policies make lasting changes and stay with the school through faculty and administrative changes.

The tobacco policy must include all of the highlighted points below and at least 2 other points in order for it to pass. The school's copy of the policy must also include the principal's signature. Use this template to write your policy.

A sample policy for this criterion can be found on the next page.

## The policy must include...

Your policy **must** include all of the highlighted points and at least 2 other points in order for it to pass.

1. Include rationale to justify need
2. Identify to whom it applies- students, staff, and visitors
3. Identify where it applies- school buildings, grounds, athletic events, etc.
4. Identify when it applies- during school and non-school hours, at school and non-school sponsored functions held on school grounds, etc.
5. Prohibit Tobacco Advertising (e.g. on signs, T-shirts, caps, or through school sponsorship of school events.)
6. Require that all students receive instruction on how to avoid tobacco use
7. Identify access and referral to cessation programs for students and staff
8. Address enforcement and violation issues
9. Identify and elaborate on enforcement strategies for all students, staff, and visitors
10. Identify and elaborate on roles and responsibilities of those who will be involved in enforcement
11. Develop/identify consequences for violation for students, staff and visitors. Be creative!
12. Address how educational and cessation programs will be used instead of punitive programs for student violators
13. Specify whether the school policy is consistent with the state and local laws.
14. Discuss procedures for communicating the policy to students, all school staff, parents or families, visitors, and the community.

# Tobacco Free School Policy

**Intent:** The Board of Education desires to have tobacco-free schools and to guide students who use these products to resources for help. The Board of Education of \_\_\_\_\_ School District recognizes that students develop best academically, emotionally, socially, and physically when their bodies and minds are free from harmful substances. A policy will be written that prohibits the use of tobacco on or around school grounds.

**Rationale:** Despite major national movements to undermine tobacco companies and tobacco marketing, tobacco is still the leading cause of preventable death, disease, and disability in the United States.<sup>1</sup> Tobacco use is addictive. Illnesses caused by tobacco use increase demands on the U.S. healthcare system. Statistics show most people who use tobacco begin before they reach the age of 18.<sup>2</sup> Many children and adolescents do not understand health consequences of tobacco use. Evidence shows that school health programs can be an effective means of preventing tobacco use among youth.<sup>3</sup> Providing effective tobacco use prevention education is important for the \_\_\_\_\_ School District.

## I. POLICY

- a. In accordance with the Utah Indoor Clean Air act tobacco use by students, District employees, parents, and visitors on school or District property, in school vehicles, and at school-sponsored functions away from school property is prohibited. Tobacco use on school district property is prohibited during school and non-school hours. In the event that any student or staff member is found using tobacco the school administrator will offer the student or staff member the option of completing a cessation class. If they choose not to participate in a cessation class the student will be suspended for the day and referred to local law enforcement and processed through the court system according to Utah laws.
- b. Possession of tobacco or tobacco paraphernalia by students is prohibited within 1000 feet of school property. In the event that any student violates this policy, the following will occur: A school administrator will offer the student a cessation class. If the student refuses this option, he/she will be processed through the court system.
- c. No tobacco advertising will be permitted in any form in the school buildings, at school functions, or in school publications.
- d. Endorsement or sponsorship in any form of any school-related event by tobacco companies is prohibited.
- e. Clothing and other articles of attire worn at school or on District property may not display advertisement for, endorsements of, or implication of tobacco, tobacco companies or tobacco use in any form. This policy applies to students

and staff; parents and visitors or District buildings are also encouraged to support and follow this policy. In the event that any student or staff is in violation, the following will occur:

- i. First offense: the person will be notified of the Policy and asked to return home to change clothing.
  - ii. Second offense: The student will be suspended for the day. The employee will receive a written warning in his/her file and asked to return home to change clothing. The parent and/or visitor will be asked to return home to change clothing.
- f. The sale, delivery, transfer or distribution of tobacco or tobacco paraphernalia in any form by a student, employee, parent, or visitor to anyone under the age of 19 is strictly prohibited when it occurs in the school building, in or on School District property, within 1000 feet of school property, or within 1000 feet of any school-sponsored activity. In the event that any student or employee is in violation, the following will occur:
- i. First Offense: The student will be required to participate in a school-based tobacco cessation class; the employee will be referred directly to law enforcement and receive a written warning in his/her file. The parent and/or visitor will be referred directly to law enforcement.
  - ii. Two or more offenses: The student will receive an out-of-school suspension and will be referred to local law enforcement. The employee will be terminated on the second offense. The parent and/or visitor will be referred directly to law enforcement.
- g. All \_\_\_\_\_ School District students in grades K through 12 will receive age-appropriate instruction during the school day regarding avoidance of tobacco use.

All elementary school teachers shall incorporate tobacco-use prevention into their health unit curriculum. All health teachers at the middle school and high school levels shall incorporate tobacco prevention information into their yearly prevention education. Teachers in grades K-12 are encouraged to use research-based best practice curriculum. All teachers are encouraged to draw on the resource of the local health department for prevention to assist in teaching these materials.

- h. \_\_\_\_\_ School District will facilitate students and district staff in accessing Utah based statewide tobacco cessation classes to help them quit using tobacco.
- i. Tobacco cessation classes are also offered through the Local Health Department and \_\_\_\_\_ School District. Any student or employee who is interested in quitting tobacco may enroll in these classes on a voluntary basis. Students will not be penalized in any way for requesting to take the cessation classes on a voluntary basis. The school will make every effort to assist students or employees in accessing these programs.
- j. Communication: The Principal and other staff shall notify students, families, education personnel, and school visitors of the tobacco-free policy in handbooks

and newsletters, on posted notices or signs at every school entrance, and other appropriate locations, and by other efficient means. To the extent possible, schools and districts will make use of local media to publicize the policies and help influence community norms about tobacco use.

## PRINCIPAL ENDORSEMENT

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Principal's Name

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Principal's Signature

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Date

1. Minneapolis Heart Institute Foundation, *Smoking Cessation Resource Directory*, October 1996
2. Center for Disease Control and Prevention, *Youth risk behavior surveillance*, MMWR, August 1998
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